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CHIVE/C-120/12-66
7 November 1966

MEMORANDUM FOR: Director, CHIVE Task Force

SUBJECT : Bi-Weekly Task Report Summary
(22 October - 4 November 1966)

- I. No significant developments or problems were reported by the following task teams.

Task # 5b. Subject Dictionary
[] 2.5 days
- 2.5 days

Task #10b. Revision of Indexing Procedures and
Techniques
[] 1.0 day
4.0 days

Task # 12. Input Processing
[] 9.5 days
10.0 days
- 10.0 days
- 10.0 days

Task # 13. Unconditional File Maintenance
[] 5.0 days
- 5.6 days
4.2 days

Task # 14. Control
[] 10.0 days
- 10.0 days

Task # 22. Customer Requirements and Relations
[] 8.0 days

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GROUP I
Excluded from
Automatic
Downgrading and
Declassification

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Task # 43. Contractor Management

[] - 3.0 days

Task # 44. Task Group Management

[] 10.0 days

- 10.0 days

Task # 54. Design Area Management

[] - 10.5 days

Task # 58. COG Organization and Personnel Responsibilities

[] 0.5 days

Task # 60. Special Assistant to the Director

[] - 7.0 days

II. Summary of Task

Task # 1. [] Chairman of the Security Procedures Task Team, began a study of security requirements in regard to placement of security controls on machine listings.

[] - 2.0 days

Task # 2. [] of the Current Awareness Support Task Team, are considering a change in format for the weekly SKAN. It will list titles without keywords under each subject category. The monthly cumulation will be published with keywords. As of 31 October, two subject categories were combined - Category "P" [] with Category "C"

[] It now will read Category C, which will include [] The country "stop-list" is completed and about ready for keypunching. This list contains all country names in their various forms and the country area code. Use of this dictionary stops redundant appearances as keywords, of a country name and its variant when they match the area code with which the document is concerned.

[] - 8.0 days

[] 0.5 days

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Task # 5a. The Indexers version of the Location Dictionary was published in CHIVE number order.

25X1A
25X1A
25X1A

[] 5.5 days
[] 2.0 days
[] - 1.0 day
[] - 2.0 days
[] - .5 day
[] 1.5 days

Task # 5c. The completion date for the Organization Dictionary has been revised from 1 December to mid-January 1967. The Task Team just received their merged organization listings. They have merged BE, COMOR, NPIC, TDI, and FIB; they merged BE, BR, DD, and FIB listings in both CHIVE location number and CHIVE organization number orders.

25X1A

[] 5 day
[] - 7.0 days
[] 7.0 days
[] - 2.5 days
[] 2.5 days
[] - 2.5 days
[] 5.0 days

25X1A
25X1A

Task # 5d. The wrap-up paper on [] Procedures is completed and is being reviewed. A separate paper on the dictionary is nearing completion.

25X1B

25X1A

[] - 2.0 days

Task # 7a. The Forms Design Task Team received from PSD the corrected copies of the SKAN input form (# SKN) for testing on 26 October 1966. Several tests were made 27 October without error. Five thousand copies of the forms were ordered for operational use. A new content indexing form, # CNT, has been designed and discussed with the Forms Management Staff. A target date of 7 November has been set for delivery of the form for testing and approval. A draft of the instruction manual for input forms was completed 1 November. It is now under review.

25X1A

[] - 10.0 days

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Task # 15. The Communications, Data Analysis, and Display Language/Capabilities Report has not been completed as scheduled. Current Report status is as follows: All capabilities, processing techniques, and associated languages have been designed for the July implementation, with certain exceptions. Formal documentation has been partially completed.

25X1A

	10.0 days
	- 10.0 days
	5.0 days
	13.0 days
	- 10.0 days
	10.0 days
	- 11.0 days
	- 10.0 days
	- 11.0 days
	10.0 days

25X1A

25X1A

Task # 17. The Phase III Scheduling and Integration Task Team reports that revision of all scheduling devices is underway and will be completed 14 November. Support was provided to D/CTF and System Design Group Chiefs in their presentations of task developments to D/CR 24 and 25 October.

25X1A

	- 9.5 days
	6.0 days
	- 8.5 days

Task # 18. The System Test Plan Task Team reports that proposed test measurements and test specifications are being formulated for the subsystem tests enumerated in Description of the System Test, CHIVE/W-31-66. The test specifications should be ready on or about 15 November; they will include statements on indexing and analyst processing times, processing error rates, query load, etc.

25X1A

	2.0 days
	- 7.0 days
	- 1.0 day
	- .5 day

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Task # 19a. The Dossier Content Study Task Team has completed 78 plant folders in FID. Only a rough estimate of pages in these brochures (not in the plant folders but in a separate file) will be taken, it would take too much time to do a page count for this material.

25X1A

[] - 8.5 days
[] 10.0 days
[] .0 days

25X1A

Task # 20. [] is resigning from [] and thus will be leaving the Management Data Task Team on 1 December 1966. The Task Team published the MIS for CHIVE--A Conceptual Framework, CHIVE/W-35-66, and two weekly SKAN MI reports. The Task Team members met with Task Team 22, SISG Chief, D/CTF, and IPS Chief. It was decided at this meeting that the Customer Requirements functions fall within the overall program of the MIS, and that the recommendations put forward in CHIVE/W-33 are in effect recommendations concerning the functions, responsibilities, etc. of a part of the MIS and as such will be integrated into the final MIS design.

25X1A

25X1A

[] - 4.0 days
[] 6.0 days

Task # 23. The Chairman of the Maps and Graphics Task Team continued to address the problem of the

25X1B

25X1A

[]

[] - 6.75 days

25X1A

Task # 25. The initial report of the Summary File Building Task Team, scheduled for early in November, is nearing completion. A more substantive paper is being prepared than initially planned, thus causing a slight delay in completion. (Original completion date was 1 November.)

[] 2.0 days
[] - 2.0 days

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25X1A Task # 26. [] Chairman of the Querying Procedures Task Team, completed the first draft of the Special Register Query Procedures paper. She has begun the Intellofax Query Procedures Study.

25X1A [] - 9.0 days

Task # 27. The Source Formatted Data Task Team reports that they have obtained the distribution list of recipients of the FDD publication - "Plant Data on Communist China." The purpose for this is to discuss with users their disposition and use of these documents and their need for retrospective search capability. GR, FID, ISD, SKAN have been contacted thus far.

25X1A [] - 2.5 days

Task # 50. Current Awareness Production - China.

25X1A [] left the Agency on 4 November and
25X1A [] joined CHIVE to replace her on
25X1A 1 November.

25X1A [] - 10.0 days
[] 8.0 days
[] 10.0 days
[] - 3.5 days

25X1A [] 2.0 days
[] 4.0 days

Task # 55. The Chairman of the Systems Flows and Transactions Task Team submitted to the Chief, SISG, drafts of "Input Transactions for Repository and Non-Repository Documents."

25X1A [] - 2.5 days

25X1B Task # 59. The Soviet [] Task Team reports that the cards for the [] provided [] successfully input to the files. This was a successful test of some of the FSS tables which have been created. Work has begun on the output conversion tables and the output format. A briefing on the Soviet [] is being prepared by []

25X1B

25X1B

25X1A

25X1B [] 2.0 days
25X1A [] 2.0 days
[] 3.0 days

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Task # 61. [] of the OCR Management Reporting System Task Team attended a 360 Orientation course for five days.

[] 5.0 days
[] 5.0 days
[] 5.0 days

III. Meetings and Briefings

1. [] briefed 11 new CHIVE personnel in addition to [] on 3 November.

2. [] briefed [] and [] of the Information Processing Staff for the Agency. [] also attended.

3. [] met with [] and [] to discuss with [] and the OCI French desk man a proposal to put excerpts of DeGaulle's speeches in a computer-held file.

4. [] met with [] regarding [] titles.

5. [] Special Assistant to the Director, attended a COINS Soviet Biographic Panel meeting on 24 October. He also attended OCS and OCR meetings to discuss COINS on 31 October and 1 November.

6. [] met with [] to brief him on the status of the OCR Management Reporting System Task Team. [] agreed to review various recommendations that will be forthcoming during this task effort instead of waiting for the finished package which probably will not be submitted until late in December.

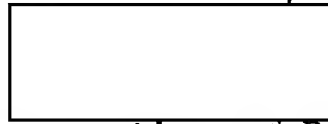
7. [] and [] briefed [] and [] on the status of various CHIVE Tasks on 24 and 25 October.

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8. Several CHIVE members attended a briefing entitled "Communist China Long-Range Study" on 27 October.



25X1A

Chief, Integration and Plans Staff
CHIVE Task Force

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